



DENVILLE DIVISION OF HEALTH
1 St. Mary's Place
Denville, NJ 07834
(973) 625-8300, Ext. 260

TEMPORARY FOOD EVENT SPONSOR APPLICATION

A Sponsor application and one application for each food vendor must be submitted with all fees at least 10 working days prior to the event. Incomplete applications will be returned. The Blanket License fee is \$20 payable to the Denville Division of Health. Payment is accepted via cash, check or money order. License fees are not refundable.

Event name: _____

Date(s)/Time/Rain Date of Event: _____

Check One:

- Indoor
- Outdoor
- Other

Event Street Address: _____

Sponsor's Name: _____

Sponsor's Mailing Address: _____

Name of Onsite Event Coordinator: _____

Cell Phone # of Onsite Event Coordinator: _____

Set Up Day & Time: _____

Number of Food Vendors Selling or Giving Away Food:

_____ # of Food Booths/Stands _____ # of Mobile Food Facilities (Trucks, Trailers)

Is electrical service provided for mobile food facilities and/or equipment at food booths?

- Yes
- No

Checklist for Temporary Events:

- ✓ Submit the complete Sponsor application and fee at least 10 working days prior to the event.
- ✓ Attach to this packet a list of all Food Vendors (booths, stands, trucks & trailers) that will be operating at the event.
- ✓ Submit a site plot plan which includes the location of each vendor, the location of the potable water supply, the location of all toilet (fixed & portable) and hand washing facilities and note the quantity at each location, the location of all trash disposal containers, the location of any common food storage facilities (dry or refrigerated storage) and the distance from food booths/stands to all other facilities on the plot plan.

Water Supply:

Location of potable water: _____

Maximum distance from a temporary food booth to the water supply: _____ ft

Trash Disposal:

Trash containers provided by sponsor:

- Yes
- No

How often are trash containers emptied: _____

Is there a central refuse collection site?

- Yes
- No

Person responsible for trash removal: _____

Toilet Facilities:

A minimum of one toilet with hand wash sink, soap & towels must be provided for every 15 food handlers.

Number of toilets: Fixed _____ Portable (with water, soap & towels inside) _____

Maximum distance from food facilities: _____ ft (show on plan)

Do the toilet facilities have hand washing inside?

- Yes
- No

Hand washing Facilities for Booth/Stands:

A hand washing station is required for every booth/stand engaged in food preparation. We recommend that the sponsor provide hand washing facilities.

Who will provide the hand wash facility at each booth?

- Event Sponsor
- Food Vendor

What type of hand washing station will be provided?

- Fixed stationary hand sink with warm water (90-110°F), soap & towels
- Portable hand wash station with warm water (90-110°F), soap & towels
- 5 gallon thermal container with spigot that provides a continuous flow of warm (90-110°F) running water, a 5 gallon bucket to collect dirty water, soap & towels

The event coordinator shall ensure that all food vendors apply and are approved by the Denville Division of Health to participate in the temporary event.

Event Coordinator's Signature: _____

Date: _____

For Office Use Only:

- Approved
- Denied

Comments: _____

REHS/Health Officer: _____